

Data Quality Action Team Charge

The Data Quality Action Team (DQA Team) is charged with addressing issues relating to IHS data quality, particularly, but not exclusively, those related to the determination of active user counts. To do this you are specifically asked to perform the following:

- Assess the availability of data that are required to perform accurate user counts in particular and other uses in general;
- Assess the availability and adequacy of documentation on those data, production processing and report routines, database structures, etc.;
- Direct the development of appropriate documentation where it does not already exist;
- Propose and implement processes to ensure completion of future user counts in an iteratively more timely, accurate, and efficient manner;
- Identify where, in the process of generating user counts, decisions or other related work will be required from other non-ITSC IHS programs/offices and propose processes for initiating, documenting, and monitoring each decision or deliverable;
- Assess and improve communication between the users of national data and those within ITSC whose responsibility it is to provide access to those data;
- Improve the responsiveness within ITSC to the data needs of its customers;
- Identify other problems related to national IHS data available from ITSC and propose and/or begin to implement solutions, as appropriate;
- Oversee an assessment of overall longer-term solutions for performing the above functions, proposing and/or implementing initial steps, as appropriate.
- By implementing more open, verifiable, and improved processes, increase the trust of Tribes, Urban, and IHS programs in IHS's national data.

The DQAT is directed to develop and maintain a project plan that both prioritizes its tasks and actions; promotes coordination of its activities with other ongoing ITSC and other IHS projects and initiatives; is organized into discrete and trackable projects with reasonably clear deliverables; assigns responsibility for tasks to specific programs and individuals; is as open as possible to public view and is readily understandable to our customers; and which can demonstrate progressive improvements in rapid fashion. It is understood that this plan will, by necessity, be an evolving document, changing as issues, and the resulting needs and requirements are better understood. But, in any case, within 6 months this plan should include specifics, including a timeline, of how the ongoing responsibilities of this action team can and will be turned over to more permanent elements within IHS's organization.